

## Annex 1

### **Training on fire protection and occupational health and safety for visiting artistic ensembles at the National Theatre Brno, contributory organization (hereinafter NdB), Janáček Theatre, Rooseveltova 7, Brno**

The Janáček Theatre building is, according to the current legislation of the Czech Republic, a workplace with an increased fire hazard and complex conditions for the intervention of fire protection units.

The rules for ensuring health and safety at work are based on Council Directive 89/391/EEC on the introduction of measures to encourage improvements in the safety and health of workers at work and other international regulations of the European Union.

The guest artistic company shall designate a responsible representative person for technical, occupational health and safety and fire protection matters (*hereinafter referred to as the "company representative"*).

The NdB shall designate an authorised NdB responsible representative (*hereinafter referred to as the "NdB representative"*) in technical matters who shall be available to the company representative to ensure that the technical requirements are met and that the conditions for ensuring occupational health and safety and fire protection are complied with.

#### **The company representative will ensure that all members of the company are briefed on their responsibilities:**

1. Act in such a way as not to cause a fire.
2. Do not leave material in escape routes.
3. Observe the ban of smoking and the use of open flames in the Janáček Theatre (Places where smoking is allowed are marked with a sign - to be specified by an NdB representative on site).
4. No pyrotechnic products, cylinders or dangerous flammable substances may be brought into the theatre building; the use of fire hazardous effects must be discussed in advance with the NdB Fire Protection Specialist and approved by the NdB.
5. The use of thermal appliances is only possible after prior approval by the NdB.
6. Observe the ban on bringing any weapons into the Janáček Theatre. The use of props, including imitation gunshots, is permitted only to the extent specified and with the prior approval of the NdB.
7. Do not enter the theatre under the influence of alcohol or other addictive substances and do not consume them while on the job. All employees are required to submit to a determination by a company representative, in the presence of NdB representative, that they are not under the influence of alcohol or other addictive substances.
8. Movement around the Janáček Theatre building is allowed only along designated routes and only to designated areas. Everyone is obliged to observe the ban of unauthorized persons entering the area of the ropes, machine rooms and the 2nd underground floor except for unloading and loading.
9. The company representative is obliged to ensure adult supervision over the movement of children who are part of the ensemble around the Janáček Theatre building.
10. The guest company will be provided with badges for entry to the theatre. The area in reception (near the staff entrance) can be used for visitors.

#### **The company representative, in cooperation with the NdB representative, will arrange for all members of the ensemble to be introduced:**

1. the risks, their assessment and the measures taken to protect against their effects,
2. with the procedures in the event of an emergency, fire and injury, especially the fire alarm guidelines - see annex and the evacuation plan of the Janáček Theatre, and how to call for help,
3. with the location of first aid kits,
4. with the procedure when an injury occurs.

**The company representative, in cooperation with the NdB representative, will also arrange the familiarisation of the company technical staff:**

1. with the technical and safety parameters of the Janáček Theatre technology, in particular the parameters of the fly bars, stage tables, orchestra pit, stage loading platform, prospectus platform, passenger lifts, floor load capacity, stage gangways, suspension systems of the rehearsal stage; the company representative shall ensure that these parameters are not exceeded during the use of the theatre,
2. with the conditions for ensuring fire safety of the theatre, regulations according to the valid legislation, related internal regulations of the NdB in fire protection and health and safety at work. In the event of a breach of these regulations, the guest company is liable for any penalties,
3. with the rules for the operation of temporary electrical equipment and brought in electrical appliances - they must be operated under the supervision of an authorised worker with the appropriate professional qualifications,
4. with the location of fire-fighting equipment, fire safety equipment and the method of their use and control,
5. with electrical fire alarm system (EPS), smoke and flame detectors, downstream devices.

**The NdB draws attention to other technical and safety conditions:**

1. The stage may use safe decorations with the appropriate material composition for the theatre, treated to reduce flammability - the company shall provide proof of fireproofing in advance.
2. Decorations shall not be placed in the path of the main fire curtain and in the auditorium part of the theatre; advertising banners, etc. shall not be placed in the interior of the auditorium, in the escape routes and in the open space of the foyer.
3. The storage of decorations may only be carried out in designated places; escape routes must not be blocked or narrowed, and access must be provided to electrical power distribution equipment, fire protection equipment, fire safety equipment and its controls, and the connection point for firefighting equipment (from the "tunnel" freight entrance).
4. Repairs and modifications of decorations by heat (welding) and sparking (circular saw) are not allowed in the theatre building.
5. The freight entrance area is only accessible with a special permit. When using the roads in the Janáček Theatre building, the driver is obliged to observe the traffic regulations, the maximum permitted speed of 15 km.h-1 and on internal roads the maximum speed of 5 km.h-1 ; when doing so, he/she must take extra care with regard to the movement of pedestrians, loading or unloading and handling loads. It is forbidden to pass over the lifting equipment of lorries! The company representative, in cooperation with the NdB representative, must warn the employees of the risks arising from the possibility of leaving the truck handling platform in a lowered position!
6. The entrance to the tunnel is limited to a maximum height of 4 m to the front and 2.5 m to the rear of the tunnel.
7. Vehicles powered by gaseous fuels (LPG, CNG) must not enter the tunnel.
8. The lifting equipment may only be operated by a person who has been demonstrably trained and designated. Mechanical equipment may only be used by instructed and authorised persons in the manner specified.
9. Only equipment and electrical appliances of an approved type and complying with the relevant regulations may be operated from the Janáček Theatre's electrical distribution system. At the request of NdB representative, the company representative is obliged to present valid inspection reports or inspection documents.
10. Repair of technical equipment is carried out by NdB staff. The company staff shall not remove protective covers, restrict the protective functions of the equipment or tamper with the equipment.

## FIRE ALARM INSTRUCTIONS

Whoever discovers a fire is obliged to:

- » Adopt necessary measures to save the endangered.
- » Extinguish the fire, if possible, or take necessary measures to prevent it from further spreading.
- » Provided the person is unable to do so by themselves or by any available means, they shall raise fire alarm and alert others in the immediate area.

FIRE ALARM IS RAISED BY :

- A) **AN AUTOMATIC SENSOR** OF ELECTRIC FIRE SIGNALLING (EPS),
- B) EPS **EMERGENCY BUTTON**,
- C) SHOUTING „**HOŘÍ! – HOŘÍ!**“ / „**FIRE! – FIRE!**“

- » Report the fire immediately to:

**EMERGENCY CALL ☎ 112 (0 112)**

and report:

**the site of fire – what is on fire – the name and whereabouts of the caller**

Never be the first to hang up; always wait for any follow-up inquiries from the operator.

Evacuation follows an evacuation plan. Everybody shall **retire to a designated assembly point** to wait for further instructions.

**Until the arrival of fire brigade**, the evacuation is led by the manager of a pavilion or their representative. **Upon the arrival of fire brigade**, everybody shall **follow the instruction of the commander**. When asked by the fire squad commander, everybody is obliged to provide personal assistance or material aid.

### IMPORTANT TELEPHONE NUMBERS: EMERGENCY HOTLINES

 <b>☎ 150</b> FIRE BRIGADE	 <b>☎ 155</b> AMBULANCE	 <b>☎ 158</b> POLICE	 <b>☎ 156</b> CITY POLICE BRNO	 <b>☎ 112</b> EUROPEAN EMERGENCY NUMBER
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# POŽÁRNÍ EVAKUAČNÍ PLÁN | 1.NP | FIRE EVACUATION PLAN

Upravuje postup při evakuaci přítomných osob a materiálu po určených únikových cestách z jednotlivých míst objektu Janáčkova divadla v Brně, které jsou zasaženy nebo ohroženy požárem či jinou živelní pohromou.

## 1. Evakuaci vyhlašuje a řídí

Evakuaci osob budou vyhlašovat a řídit pracovníci divadla. Pokud již bude na místě události jednotka požární ochrany, evakuaci bude řídit velitel zásahu. **Evakuace bude vyhlášena signálem EPS a pomocí evakuačního rozhlasu, který je ovládán z recepce a zvukové kabiny.**

## 2. Evakuace bude prováděna

Evakuace bude prováděna za pomoci všech přítomných zaměstnanců divadla a při představení za asistence požární preventivní hlídky. Při výpadku elektrické energie je zde instalované nouzové osvětlení, které zajistí osvětlení únikových cest a únikových východů.

## 3. Určení cest a způsobu evakuace

Po vyhlášení požárního poplachu se začíná s evakuací osob únikovými východy po schodištích označenými značkami zelené barvy



na volné prostranství.

**K evakuaci se nesmí používat výtahy.**

## 4. Místo shromáždění evakuovaných osob

Evakuované osoby - návštěvníci se budou shromažďovat v prostoru u fontány před hlavním vstupem. Evakuované osoby - zaměstnanci divadla se budou shromažďovat v prostoru služebního vjezdu v parku.

## 5. Poskytnutí první pomoci

Zraněným osobám bude na shromážděním poskytnuta první pomoc, kterou poskytnou pracovníci divadla proškolení v poskytování první pomoci a následně zdravotnická záchranná služba - tel. č.: 155 nebo 112.

## 6. Evakuace materiálu

Evakuace materiálu se nepředpokládá.

Regulates the procedure for the evacuation of present personnel and stored material along designated escape routes leading from the various places of the Janáček Theater in Brno they are affected or endangered by fire or other natural disasters.


## 1. Announcing and leading the evacuation

Evacuation of people will be announced and directed by theater workers. If a Fire Brigade is already in place, the evacuation will be directed by the commander. The evacuation will be announced by the EPS signal and by the evacuation radio, which is controlled from the reception and from the sound room.

## 2. Organizing the evacuation

Evacuation shall be organized with the help of all the theater employees present and with the assistance of the fire prevention patrol. In case of power failure, an emergency lighting is installed to ensure the illumination of escape routes and emergency exits.

## 3. Determining the routes for and the way of evacuation

After the fire alarm is announced, people are evacuated by escape exits on stairways marked with green marks  to the open air.

**No lifts may be used for evacuation.**

## 4. Assembly point for the evacuated persons

Evacuated persons - visitors will gather in the area near the fountain before the main entrance.

Evacuated persons - will be gathered in the area of the service entrance to the park.

## 5. First Aid

At the assembly point, all the injured persons will be given first aid by the workers from individual workplaces trained in first aid and, subsequently, by the emergency medical service - tel. : 112.

## 6. Evacuating material

Evacuation of material is not expected.